State Leadership Conference
March 2-4, 2026

Middle-Level Competition Day: February 20, 2026

Middle-Level, Secondary & Postsecondary Guidelines Supplement
2025-26

Workplace Skills Assessment Program

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INTRODUCTION

Content of the State Guidelines Supplement
This Oklahoma Competitive Event *Guidelines Supplement* contains information that is specific to Oklahoma for all competitive events and is essential for members attending the State Leadership Conference and Middle-Level Competition Day.

Purpose of the State Guidelines Supplement
The purpose of the *Guidelines Supplement* is to serve as an addendum to the National Guidelines and to provide as much information as possible to help prepare students for a successful experience at the State Leadership Conference (SLC) and Middle-Level Competition Day.

The National Workplace Skills Assessment Program (WSAP) Guidelines as well as this supplement regulate all state Workplace Skills Assessment Program (WSAP) Events. Authors, administrators, proctors, and evaluators will strictly follow these guidelines. **For the Oklahoma State Leadership Conference and competitions, if there are discrepancies between the National guidelines and the Oklahoma Guidelines Supplement, the Oklahoma Guidelines Supplement will supersede the National Guidelines in all regards to the Oklahoma State Leadership Conference (SLC).**

Awards and Recognition
For all divisions (middle-level, secondary, and postsecondary), the top eight (8) winners will be recognized at the State Leadership Conference. For Open Events, the top eight (8) scores, plus ties, will be recognized.

Non-Discrimination Policy
It is the policy of Business Professionals of America that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, sexual orientation, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which it is responsible.

GENERAL GUIDELINES

Eligibility
According to Board policy, "Only members whose dues have been postmarked to the National Center by March 15 are eligible for national competition." State (SLC) and Middle-Level Day competitions requires dues to be paid no later than **January 16, 2026**.

The guidelines for each event indicate the number of members that a state may enter at SLC and Middle-Level Day competitions. All entries for Workplace Skills Assessment events must be registered for state competitions through the state association. To compete in an event at NLC, the individual or team must have competed in that event at the state level (excluding open events). Substitutions for team members are left to the discretion of the State Advisor. Any special eligibility requirements are indicated in the event guidelines**.**

Advisors can verify membership online or by contacting the National Center.

Number of Contests
Student members in all divisions may participate in a total of **two events**, only one of which may be a team event (this number includes pilot events). Additionally, a student may compete in an unlimited number of Open or Virtual Events. Participation in open and virtual events does *not* count towards the total number of events for students; however, **students MUST be registered for the competitive events they wish to take (including ANY open tests) during the open registration window**.

Event Length
The length of events varies. Times are listed on the "Events-At-A-Glance" chart as well as within the guidelines for each event.

Team Events/Chapter Events
Team events are registered under the chapter name. In addition, each team member, and the person(s) responsible for chapter entries must be indicated in event registration. (Remember that each student member is limited to only one team event.)

Event Rescheduling
Only time conflicts caused by two concurrent BPA competitive events may be rescheduled.

Use of Materials
Members may *not* share equipment, supplies, and/or materials (including printers) once an event begins.

Reference Materials
Some events allow reference materials. Check the guidelines for each contest for further information. **Reference materials may *not* be used for any Open Event.**

State Merit Scholar
Although this test is part of BPA Cares, it will be given at the same time as the online state testing (January 20 - February 3, 2026). Any member or advisor registered for SLC may take this test on the activities, history, and programs of Business Professionals of America. Recognition is provided to all that achieve at least **90 percent**. Guidelines are printed in the *BPA Cares Handbook*. No reference materials are allowed.

ARMA Rules
For those events including records management as a competency, the ARMA *Rules for Alphabetic Filing* will be considered the authority. Refer to the *Style & Reference Manual* for excerpts of the ARMA rules. Further information is available at www.arma.org, or complete guidelines may be ordered from ARMA Inc., 11880 College Blvd., Suite 450 Overland Park, KS 66210.

Proofreader's Marks
Standardized proofreader's marks have been listed in the *Style & Reference Manual*.

Style & Reference Manual
A standard style for documents is located in the *Style & Reference Manual*. All events will be authored and scored using the styles given. Failure to follow the *Style & Reference Manual* format for any job will result in a score of zero for that job.

Business Ethics
Business ethics, as listed in the "Competencies" section, may include ideal moral and professional standards of behavior that should be demonstrated in all work environments. Questions might cover areas such as use of work time, care of equipment, confidentiality, honesty, safety practices, and cooperation.

Human Relations
Human Relations, as listed in the "Competencies" section, may include group dynamics, cooperation, harmony, good employee relationships, employee organization, and interpersonal attitudes and behaviors.

Communications
Communications, as listed in the "Competencies" section, may include reading, writing, speaking, and listening skills.

Use of Previous or Sample Tests
No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Members who violate this rule will be *disqualified*.

Admission to Event Testing Sites
Only registered members will be allowed into the event room. Only persons serving as administrators, proctors, or authorized personnel will be admitted into the event room. Members may be *disqualified* for communicating with persons other than administrations, proctors, or authorized personnel in the event room or between the preparation and presentation rooms.

Use of Cellular Phones/Smart Devices
The use of cellular phones and/or smart devices, including digital watches, which can be used to record, transmit, receive, or play back audio, photographic, text, or video content in testing, preparation and presentation rooms is strictly prohibited. If a member/team is utilizing a cellular phone as a mobile hotspot, the phone may be visible and used to provide Internet throughout the presentation ONLY (**NOT in the preparation room** should an event include a prep component), however, the phone's sole purpose can only be for Internet access or for displaying the member's work, no other use will be allowed.

Recording Equipment
No recording equipment (video cameras, cameras, digital cameras, tape, or digital recorders, etc.) will be allowed in the contest room and/or viewing area unless authorized by the Business Professionals of America State Advisor.

Name Badges
Name badges must be worn at all times; it is permissible for members to introduce themselves to the judges.

Release Forms
When BPA Release Forms are required, any student included in the project must submit a BPA Release Form; this includes individuals and all team contestants. BPA Release Forms may be handwritten. Illegible forms will *not* be accepted.

Contestant-Provided Equipment
Some events permit contestants to bring their own equipment for presentations or preparation for competition. In these cases, members are permitted to bring their own laptops, printers, projectors, or iPads (or similar tablet devices). Computers or tablets may be used in place of projectors. Contestants are responsible for the operation and technical support of their equipment.

Artificial Intelligence
Utilization of AI, such as ChatGPT, to complete submitted work(s) must adhere to BPA's Academic Integrity Policy, with transparent attribution for generated content. Proper citation of AI-generated work is essential to uphold intellectual honesty and respect for original authorship.

SLC/NLC CALCULATOR GUIDELINES

Students must ensure their calculator works properly, as the testing center will *not* provide batteries or spare calculators. Students may use only their own calculator. Students may bring a backup calculator in case their primary calculator fails.

ACT-approved calculators include four-function, scientific, or graphing calculators. Certain calculators are entirely prohibited while others are permitted with modifications.

Prohibited calculators include:
- Texas Instruments models beginning with TI-89 and TI-92, TI-Nspire CAS (Note: The TI-Nspire (non-CAS) is permitted.)
- Hewlett Packard models beginning with HP Prime, HP 48GII, HP 40G, HP 49G, HP 50G
- Casio models including fx-CP400 (ClassPad 400), Algebra fx 2.0, ClassPad 300 and 330, and all models beginning with CFX 9970G
- Electronic writing pads or pen-input devices (Note: The Sharp EL 9600 is permitted.)
- Handheld, tablet, or laptop computers, including PDAs
- Cell phone calculators or any other electronic communications devices
- Calculators with typewriter keypads in QWERTY format (Note: Letter keys not in QWERTY are permitted.)

The following types of calculators are permitted, but *only* after they are modified as noted:
- Calculators that hold programs or documents - remove all documents and remove all programs that have computer algebra system functionality
- Calculators with paper tape - remove the tape
- Calculators that make noise - turn off the sound
- Calculators with an infrared data port - completely cover the infrared data port (includes HP 38G series, HP 39G series, and HP 48G)
- Calculators that have power cords - remove all power/electrical cords
- Hand-held calculators may *not* be connected in any way to the computer or device being used for testing.

It is each student's responsibility to ensure that his/her calculator meets ACT requirements. Calculators that do *not* meet ACT standards will *not* be allowed during testing, which could result in a lower score for unprepared students. Students who bring prohibited calculators will *not* be provided an alternative calculator by the testing center staff, and they will *not* be allowed to use a*not*her student's calculator.

SLC DRESS CODE GUIDE

This guide provides acceptable and unacceptable dress examples that apply to BPA state events.

Business Professional Dress

Attire for all judged or presentation-based competitive events (where members appear before judges, present materials, or interact beyond a computer-based or hand-written only setting) and during general and award sessions:
• Suit jackets, blazers, or dresses
• Tops: Dress shirts with ties or blouses
• Bottoms: Dress pants or skirts
• Shoes: Close-toed dress shoes, heels, or flats

Business Casual Dress

Attire for competitive events inside non-judged finance events, all computer-only events, campaign rallies, caucuses, and exhibit halls:
• Tops: Polos, oxford shirts, sweaters, dresses or blouses
• Sleeveless shirts should be worn with a cover-up, such as a blazer or sweater
• Bottoms: Dress pants or skirts
• Shoes: Dress shoes, heels, or flats

Additional Notes
• All attire must not include any offensive graphics or slogans.
• All shirts should cover the midriff.

UNACCEPTABLE ITEMS
The following items are prohibited in all conference areas:
• Strapless, spaghetti straps, tube tops, halter tops, and midriff tops
• Spandex, lycra, or transparent clothing
• Cut-offs and clothing with rips or tears
• Clothing with inappropriate words and pictures
• Mini/short skirts or dresses more than 2" above the knee
• Swimwear

Members who are uncertain about unacceptable attire should ask their chapter advisor, state leader, or any of the BPA conference staff

JUDGED EVENT GUIDELINES

Finance
(150) Financial Analyst Team
(155) Economic Research Individual
(160) Economic Research Team

Business Administration
(260) Administrative Support Research Project

Management Information Systems
(325) Network Design Team
(940) Digital Game Design Team

Digital Communication and Design
(410) Graphic Design Promotion
(420) Digital Media Production
(425) Computer Modeling
(430) Video Production Team
(435) Website Design Team
(440) Computer Animation Team
(445) Broadcast News Production Team
(450) Podcast Production Team
(455) User Experience Design Team
(460) Visual Design Team
(945) Graphic Design Promotion
(950) Video Production Team
(955) Website Design Team
(960) Visual Design Team

Management, Marketing and Communications
(500) Global Marketing Team
(505) Entrepreneurship
(510) Small Business Management Team
(515) Interview Skills
(520) Advanced Interview Skills
(525) Extemporaneous Speech
(535) Human Resource Management
(540) Ethics and Professionalism
(545) Prepared Speech
(550) Parliamentary Procedure Team
(555) Presentation Individual
(560) Presentation Team
(970) Entrepreneurship Exploration
(975) Extemporaneous Speech
(980) Prepared Speech
(985) Presentation Team
(990) Human Resource Exploration

Health Administration
(615) Health Research Presentation

WSAP Download Center
All forms, manuals, and supporting documents are available in the Download Center at
https://members.bpa.org/download-center.

Release Form
Events that utilize images (photographs or video) require a Release Form for each individual represented in the project. If the event does not require an online submission for state competition, signed BPA Release Form(s) will be required at the time of submission (i.e., on-site presentation, etc.).

Works Cited
All Judged Events that include any media (images, logos, sounds, and other assets/media elements) used in the development, creation, and publication of the contest materials will require a Works Cited. Contestants who create their own media will be required to cite themselves as the author.

Contestants/Teams who do *not* participate in both parts of the event (pre-submit and judged) will *not* be ranked.

Judges' Comments
Judges' comments will be available digitally after the conclusion of SLC.

Technical Judging Materials
Materials submitted for technical judging *cannot* be returned and will *not* be available at SLC.

Judged Event Topics
Each event that is judged has a unique topic. Details of the topic and the requirements for a specific topic are listed with the events.

Judged Events Requiring Preliminaries and Finals
When the number of entrants in the judged event requires multiple sections, preliminaries and finals will be held. An equal number of the top members from each Preliminary section will be called back for the Finals. The Finals are conducted as a new contest. Technical scores from the Preliminary Competition will carry forward into the Final Competition with the exception of (545)/(980) Prepared Speech, (555) Presentation Individual, (560)/985 Presentation Team, and (615) Health Research Presentation.

Pre-submitted Events
- (155) Economic Research Individual
- (160) Economic Research Team
- (260) Administrative Support Research Project
- (325) Network Design Team
- (410) Graphic Design Promotion
- (420) Digital Media Production
- (425) Computer Modeling
- (430) Video Production Team
- (435) Website Design Team
- (440) Computer Animation Team
- (445) Broadcast News Production Team
- (450) Podcast Production Team
- (455) User Experience Design Team
- (460) Visual Design Team
- (500) Global Marketing Team
- (505) Entrepreneurship
- (515) Interview Skills
- (520) Advanced Interview Skills
- (545) Prepared Speech **(for SLC ONLY)**
- (555) Presentation Individual **(for SLC ONLY)**
- (560) Presentation Team **(for SLC ONLY)**
- (615) Health Research Presentation **(for SLC ONLY)**
- (940) Digital Game Design Team
- (945) Graphic Design Promotion
- (950) Video Production Team
- (955) Website Design Team
- (960) Visual Design Team
- (970) Entrepreneurship Exploration
- (980) Prepared Speech – (**for ML State Competition ONLY**)
- (985) Presentation Team – (**for ML State Competition ONLY**)
- (990) Human Resource Exploration

CLOUD STORAGE / FILE SHARING GUIDELINES

Permission and privacy settings on files sharing sites can be difficult to manage. Business Professionals of America has developed the following guidelines to help guide members as they choose the right settings for their submissions. The following is a nonexclusive list but includes the most popular file sharing sites. Members may choose any product or service to share submissions.

YouTube®

Setting	Description	Recommended
Public Videos	Show for everyone, and in search results	No
Unlisted Videos	Do *not* show up on YouTube, not found in search results, anyone with the links can see the video. The sharable link can be viewed by anyone.	Yes
Private Videos	Only be seen by users selected by the owner and added by email address, invisible to other users, do *not* show up on channels or in searches.	No

Vimeo®

Setting	Description	Recommended
Anyone	Allow anyone to see the video	No
Only me	Makes the video only visible to me and no one else	No
Only people I follow	Make the videos visible only to people I follow	No
Only people I choose	I'll select people with whom I want to share the video	No
Only people with a password	Protect this video with a password; *be sure to include the password on the entry form*	Yes

Dropbox® - *settings may be different depending on user's subscription

Setting	Description	Recommended
Share	Create a link, and Anyone with the link can view this folder	Yes
Share	E-mail to person, or add name	No

Google Drive® - please review the settings carefully; recommended *not* to use get shareable link option.

Setting	Description	Recommended
Share: Anyone with the link can view	Anyone that has the link will be able to view the files without a Google Account	Yes
Share: Anyone with the link can edit	Anyone that has the link will be able to access the files and edit them.	No

Microsoft OneDrive® - the key with this cloud storage site is to share from the folder level; use the Share and Get Link option.

Setting	Description	Recommended
Anyone with this link can view this item.	Share the folder and use the Get Link option to allow access and only view the files.	Yes
Anyone with this link can edit this item	Share the folder and use the Get Link option to allow access to edit files, folders, etc.	No

Disclaimer: This information is being provided as a reference only; the settings reflected in this document are reflective of the settings available at the time of authoring. Business Professionals of America does *not* endorse any products or services, and the settings outlined above may change at any time without notice.

RELEASE FORM

Release forms may be handwritten. Illegible forms will *not* be accepted.
All individuals included in a project, including the official competitor(s),
must sign a Release Form for him/herself for this event.
(This form must be completed for all events as specified in the event guidelines.)

Event # _____

Event Name _____

Member ID _____

Team ID (if applicable) _____

I hereby consent irrevocably to the use and reproduction (electronically or in print) of any and all photographs and other media taken of me in any form whatsoever for a Business Professionals of America Workplace Skills Assessment Program Competitive Event.

Consent is also granted for any printed matter, video, or audio recording used in conjunction with the photograph(s) and with the use of my name.

I have read this document and am fully aware of the content and implications, legal and otherwise.

This information must be completed here and will also be required online if this event is submitted to a BPA website for state or national competition.

Name _____

Address _____

City _____ **State** _____ **ZIP** _____

A printed copy with signature(s) must be provided for the judges before you present.

Signature _____

Date _____

Parental Verification
Signature of Parent or Guardian
(If person is under 18 years of age.)

Signature _____

Date _____

EVENTS-AT-A-GLANCE — Oklahoma Business Professionals of America — Giving Purpose to Potential

Event	Division/level for this event	# of chapter entries eligible for SLC	Team # of Participants	Online testing component/time allowed	Pre-Submit Component	Number advancing to SLC	Orientation, prep and wrap-up/warm-up	Actual SLC testing/presentation time	Judges Questions (Minutes)	May event be repeated	Are production standards used	May reference materials be used	Computer and printer provided by BPA	Bring own computer	Release Forms Required	# SLC winners eligible for NLC
FINANCE																
(100) Fundamental Accounting	S	5		Y/30		20	20	60		N	N	Y	N			5
(105) College Accounting	PS	5		Y/30		20	20	60		N	N	Y	N			5
(110) Advanced Accounting	S	5		Y/30		20	20	60		Y	N	Y	N			5
(115) Advanced College Accounting	PS	5		Y/30		20	20	60		Y	N	Y	N			5
(125) Payroll Accounting	S, PS	5		Y/30		20	20	60		Y	N	Y	N			5
(135) Managerial Accounting	PS	5		Y/30		20	20	60		Y	N	Y	N			5
(145) Banking & Finance	S, PS	5		Y/30		20	20	60		Y	N	Y	N			5
(150) Financial Analyst Team	S, PS	3	2-4	N			8/30	10	10	Y	N	Y	N	Y	Y	3
(155) Economic Research Individual	S	3		N	Y	12	3	7	5	Y	N	N	N	*	Y	3
(160) Economic Research Team	S	3	2-4	N	Y	12	3	7	5	Y	N	N	N	*	Y	3
(165) Personal Financial Management	S, PS	5		Y/30		20	20	60		Y	N	Y	N			5
(190) Financial Math & Analysis Concepts-Open	S, PS	U		Y/60						Y	N	N	N			U
(900) Financial Literacy	ML	5		Y/30		20	20	60		Y	N	Y	N			5
(997) Business Math Concepts-Open	ML	U		Y/60						Y	N	N	N			U
BUSINESS ADMINISTRATION																
(200) Fundamental Word Processing	S, PS	5		Y/30		20	20	60		N	Y	Y	Y			5
(205) Intermediate Word Processing	S, PS	5		Y/30		20	20	60		N	Y	Y	Y			5
(210) Advanced Word Processing	S, PS	5		Y/30		20	20	90		Y	Y	Y	Y			5
(215) Integrated Office Applications	S, PS	5		Y/30		20	20	90		Y	Y	Y	Y			5
(220) Basic Office Systems & Procedures	S, PS	5		Y/30		20	20	90		N	Y	Y	Y			5
(225) Advanced Office Systems & Procedures	S, PS	5		Y/30		20	20	90		Y	Y	Y	Y			5
(230) Fundamental Spreadsheet Applications	S, PS	5		Y/30		20	20	90		N	N	Y	Y			5
(235) Advanced Spreadsheet Applications	S, PS	5		Y/30		20	20	90		Y	N	Y	Y			5
(240) Database Applications	S, PS	5		Y/30		20	20	90		Y	N	Y	Y			5
(245) Legal Office Procedures	S, PS	5		Y/30		20	20	60		Y	Y	Y	Y			5
(255) Administrative Support Team	S, PS	1	2-4	N			20	90		Y	Y	Y	Y			3
(260) Admin. Support Research Project	S	3		N	Y	12	3	7	5	Y	N	N	N	*	Y	3
(265) Business Law & Ethics	S, PS	5		Y/60						Y	N	Y	N			5
(290) Admin. Support Concepts-Open	S, PS	U		Y/60						Y	N	N	N			U
(915) Administrative Support Team	ML	2	2-4				30	60		Y	Y	Y	Y			2
(920) Digital Citizenship	ML	5		Y/60						Y	N	Y	N			5
(925) Word Processing	ML	5					30	60		Y	Y	Y	Y			5
(930) Spreadsheet Applications	ML	5					30	60		Y	N	Y	Y			5
(995) Business Communication Skills Concepts-Open	ML	U		Y/60						Y	N	N	N			U

*SLC "actual" test times may be shorter than reported in National WSAP due to pre-qualification testing.

EVENTS-AT-A-GLANCE	Division/level for this event	# of chapter entries eligible for SLC	Team # of Participants	Online testing component/time allowed	Pre-Submit Component	Number advancing to SLC	Orientation, prep and wrap-up/warm-up	Actual SLC testing/presentation time	Judges Questions (Minutes)	May event be repeated	Are production standards used	May reference materials be used	Computer and printer provided by BPA	Bring own computer	Release Forms Required	# SLC winners eligible for NLC
MANAGEMENT INFORMATION SYSTEMS																
(300) Computer Network Technology	S, PS	5		Y/60		12	20	60		Y	N	Y	Y			5
(305) Device Configuration & Troubleshooting	S, PS	5		Y/60		12	20	60		Y	N	Y	Y			5
(310) Server Administration Using Microsoft®	S, PS	5		Y/60		12	20	60		Y	N	Y	Y			5
(315) Network Administration Using Cisco®	S, PS	5		Y/60		12	20	60		Y	N	Y	Y			5
(320) Computer Security	S, PS	5		Y/60		12	20	60		Y	N	Y	Y			5
(325) Network Design Team	S, PS	3	2-4	N	Y	12	3/30	10	10	Y	Y	Y	N	Y	Y	3
(330) C# Programming	S, PS	5		Y/30		12	20	90		Y	N	Y	Y			5
(335) C++ Programming	S, PS	5		Y/30		12	20	90		Y	N	Y	Y			5
(340) Java Programming	S, PS	5		Y/30		12	20	90		Y	N	Y	Y			5
(345) SQL Database Fundamentals	S, PS	5		Y/60						Y	N	Y	N			5
(350) Linux Operating System Fundamentals	S, PS	5		Y/30		12	20	60		Y	N	Y	Y			5
(355) Python Programming	S, PS	5		Y/30		12	20	90		Y	N	Y	Y			5
(390) Computer Programming Concepts–Open	S, PS	U		Y/60						Y	N	N	N			U
(391) Information Tech Concepts–Open	S, PS	U		Y/60						Y	N	N	N			U
(940) Digital Game Design Team	ML	2	2-4		Y	12	3	10	5	Y	N	N	N	Y	Y	3
(998) Computer Literacy Concepts-Open	ML	U		Y/60						Y	N	N	N			U
Digital Communication & Design																
(400) Fundamental Desktop Publishing	S, PS	5		Y/30		20	20	90		Y	Y	Y	N	Y		5
(405) Advanced Desktop Publishing	S, PS	5		Y/30		20	20	90		Y	Y	Y	N	Y		5
(410) Graphic Design Promotion	S, PS	3		N	Y	12	3	6	5	Y	N	N	N	*	Y	3
(415) Fundamentals of Web Design	S, PS	5		Y/30		20	20	90		Y	N	Y	Y			5
(420) Digital Media Production	S, PS	3		N	Y	12	3	10	5	Y	N	N	N	Y	Y	3
(425) Computer Modeling	S	3		N	Y	12	3	10	5	Y	N	N	N	Y	Y	3
(430) Video Production Team	S, PS	3	2-4	N	Y	12	3	10	5	Y	N	N	N	Y	Y	3
(435) Website Design Team	S, PS	3	2-4	N	Y	12	3	10	5	Y	N	N	N	Y	Y	3
(440) Computer Animation Team	S	3	2-4	N	Y	12	3	10	5	Y	N	N	N	Y	Y	3
(445) Broadcast News Production Team	S, PS	3	2-4	N	Y	12	3	10	5	Y	N	N	N	Y	Y	3
(450) Podcast Production Team	S, PS	3	2-4	N	Y	12	3	10	5	Y	N	N	N	Y	Y	3
(455) User Experience Design Team	S, PS	3	2-4	N	Y	12	3	10	5	Y	N	N	N	Y	Y	3
(460) Visual Design Team – Pilot	S, PS	3	2-4	N	Y	12	3	10	5	Y	N	N	N	Y	Y	3
(490) Digital Communications & Design Concepts-Open	S, PS	U		Y/60						Y	N	N	N			U
(945) Graphic Design Promotion	ML	3			Y	12	3	5	5	Y	N	N	N	*	Y	3
(950) Video Production Team	ML	3	2-4		Y	12	3	5	5	Y	N	Y	N	Y	Y	3
(955) Website Design Team	ML	3	2-4		Y	12	3	5	5	Y	N	Y	N	Y	Y	3
(960) Visual Design Team	ML	3	2-4		Y	12	3	5	5	Y	N	Y	N	Y	Y	3

*SLC "actual" test times may be shorter than reported in National WSAP due to pre-qualification testing.

Business Professionals of America Workplace Skills Assessment Program

EVENTS-AT-A-GLANCE

Oklahoma BUSINESS PROFESSIONALS of AMERICA — Giving Purpose to Potential

Event	Division/level for this event	# of chapter entries eligible for SLC	Team # of Participants	Online testing component/time allowed	Pre-Submit Component	Number advancing to SLC	Orientation, prep and wrap-up/warm-up	Actual SLC testing/presentation time	Judges Questions (Minutes)	May event be repeated	Are production standards used	May reference materials be used	Computer and printer provided by BPA	Bring own computer	Release Forms Required	# SLC winners eligible for NLC
Management, Marketing & Communication																
(500) Global Marketing Team	S	3	2-4	N	Y	12	3	10	5	Y	N	N	N	Y	Y	3
(505) Entrepreneurship	S, PS	3		N	Y	12	3	5-7	5	Y	N	N	N	Y	Y	3
(510) Small Business Management Team	S, PS	1	2-4	N		U	8/30	10	10	Y	N	N	N	Y	Y	3
(515) Interview Skills	S, PS	3		N	Y	12		15		N	N	N	N			3
(520) Advanced Interview Skills	S, PS	3		N	Y	12		15		Y	N	N	N	*		3
(525) Extemporaneous Speech	S	1		N		U	10	2-4		Y	N	N	N			3
(530) Contemporary Issues	PS	3		N		U	10	3-5		Y	N	N	N			3
(535) Human Resource Management	S, PS	1		N		U	20	3-5	3	Y	N	Y	N			3
(540) Ethics & Professionalism	S, PS	1		N		U	20	5-7	3	Y	N	Y	N			3
(545) Prepared Speech	S, PS	3		N	Y	12	1	5-7		Y	N	Y	N		Y	3
(550) Parliamentary Procedure Team	S	3	4-8	*		U	15	15	5	Y	N	Y	N			3
(555) Presentation Individual	S, PS	3		N	Y	12	3	7-10	5	Y	N	N	N	Y	Y	3
(560) Presentation Team	S, PS	3	2-4	N	Y	12	3	7-10	5	Y	N	N	N	Y	Y	3
(590) Meeting and Event Planning Concepts–Open	S, PS	U		Y/60						Y	N	N	N			U
(591) Management, Marketing & HR Concepts–Open	S, PS	U		Y/60						Y	N	N	N			U
(592) Parliamentary Procedure Concepts–Open	S, PS	U		Y/60						Y	N	N	N			U
(593) Project Management Concepts–Open Event	PS	U		Y/60						Y	N	N	N			U
(594) Digital Marketing Concepts–Open Event	S, PS	U		Y/60						Y	N	N	N			U
(970) Entrepreneurship Exploration	ML	3			Y	12	3	10	5	Y	N	N	N	*	Y	3
(975) Extemporaneous Speech	ML	3					10	2-4		Y	N	N	N			3
(980) Prepared Speech	ML	3			Y	12	3	3-5		Y	N	Y	N		Y	3
(985) Presentation Team	ML	3	2-4		Y	12	3	5-7	5	Y	N	N	N	Y	Y	3
(990) Human Resource Exploration	ML	3			Y	12	3	10	5	Y	N	N	N			3
(996) Business Fundamentals Concepts-Open	ML	U		Y/60						Y	N	N	N			U
Health Administration																
(600) Medical Coding	S, PS	5		Y/60		20	20	60		Y	N	Y	N			5
(605) Health Insurance & Medical Billing	S, PS	5		Y/30		20	20	60		Y	N	Y	Y			5
(610) Health Administration Procedures	S, PS	5		Y/30		20	20	60		Y	Y	Y	Y			5
(615) Health Research Presentation	S, PS	3			Y	12	3	7-10	5	Y	N	Y	N	Y	Y	3
(690) Health Administration Concepts-Open	S, PS	U		Y/60						Y	N	N	N			U
Oklahoma State-Only Event																
(015) Oklahoma BPA Digital Photography	S, PS	5		Y/30		12	5	60		Y	N	N	N	Y	Y	0
(015) Oklahoma BPA Digital Photography	ML	5		Y/30						Y	N	N	N			0

*SLC "actual" test times may be shorter than reported in National WSAP due to pre-qualification testing.

OKLAHOMA STATE BPA DEADLINES

All pre-submitted events must be submitted electronically by the chapter advisor OR individual student member. Each site will contain instructions on uploading files. Contestants must be registered and have their Member ID # ready when uploading pre-submission files. All files (unless specifically indicated in the *Guidelines*) must be submitted in PDF format.

Handwritten forms, excluding signatures, are *not* acceptable and will *not* be awarded specification points. Materials for contests that are *not* listed below will be turned in at a designated time and place at SLC. The dates listed are **state deadlines**. Please be aware that states may require additional contest materials be submitted prior to the state conference.

Item	Deadline	Websites
Administrative Support Research Project (S)	5:00 p.m. CT, January 27, 2026	
Advanced Interview Skills (S|PS)	5:00 p.m. CT, January 27, 2026	
Broadcast News Production Team (S|PS)	5:00 p.m. CT, January 27, 2026	
Computer Animation Team (S)	5:00 p.m. CT, January 27, 2026	
Computer Modeling (S)	5:00 p.m. CT, January 27, 2026	
Digital Game Design Team (ML)	5:00 p.m. CT, January 27, 2026	
Digital Media Production (S|PS)	5:00 p.m. CT, January 27, 2026	
Economic Research Individual (S)	5:00 p.m. CT, January 27, 2026	
Economic Research Team (S)	5:00 p.m. CT, January 27, 2026	
Entrepreneurship (S|PS)	5:00 p.m. CT, January 27, 2026	**Advisor Upload Link:**
Entrepreneurship Exploration (ML)	5:00 p.m. CT, January 27, 2026	https://judgepro.registermychapter.com/org/jpok-slc/conf/jpok-slc#
Global Marketing Team (S)	5:00 p.m. CT, January 27, 2026	
Graphic Design Promotion (ML|S|PS)	5:00 p.m. CT, January 27, 2026	
Health Research Presentation (S|PS)	5:00 p.m. CT, January 27, 2026	**Student Upload Link:**
Human Resource Exploration (ML)	5:00 p.m. CT, January 27, 2026	https://judgepro.registermychapter.com/org/jpok-slc/conf/jpok-slc/student
Interview Skills (S|PS)	5:00 p.m. CT, January 27, 2026	
Network Design Team (S|PS)	5:00 p.m. CT, January 27, 2026	
Podcast Production Team (S|PS)	5:00 p.m. CT, January 27, 2026	
Prepared Speech (ML|S|PS)	5:00 p.m. CT, January 27, 2026	
Presentation Individual (S|PS)	5:00 p.m. CT, January 27, 2026	
Presentation Team (ML|S|PS)	5:00 p.m. CT, January 27, 2026	
User Experience Design Team (S|PS)	5:00 p.m. CT, January 27, 2026	
Video Production Team (ML|S|PS)	5:00 p.m. CT, January 27, 2026	
Visual Design Team (ML|S|PS)	5:00 p.m. CT, January 27, 2026	
Website Design Team (ML|S|PS)	5:00 p.m. CT, January 27, 2026	
SLC Competitive Events Registration	January 5 - 16, 2026	https://www.registermychapter.com/bpa/OK/
SLC Hotels Reservations	February 2, 2025	https://bpaok.org/SLC
SLC Registration Refund Requests	January 16, 2026	Email: Mark.Burch@careertech.ok.gov
SLC Online State Testing	Jan. 20-Feb. 3, 2026 (5:00 pm)	
State Officer Candidate Application	January 8, 2026	https://www.bpaok.org/run-for-executive-council
State Officer Candidate Screening	January 13, 2026	Oklahoma Dept. of CareerTech
State Recognition Awards	February 5, 2026	https://www.bpaok.org/advisor-scholarships-and-awards
State BPA Cares/Quality Chapter Applications	February 12, 2026	https://bpa.org/bpa-cares/
Gina Hubbard Scholarship Application	February 9, 2026	https://www.bpaok.org/_files/ugd/1e4568_86975bb 1f5f440df94913b3cb49edaac.pdf
State Torch Award—Statesman	February 10, 2026	https://www.bpaok.org/torch-awards
Star Chapter Program Submission	February 13, 2026	https://www.bpaok.org/star-chapter
State Mid-Level Competition Day	February 20, 2026	Oklahoma Dept. of CareerTech
State Leadership Conference (SLC)	March 2-4, 2026	Tulsa Hyatt Regency & PAC
SLC Final Payment Deadline	March 4, 2026	Chapter locked if not paid
Winners' Workshop	April 22, 2026	Oklahoma Dept of CareerTech

OKLAHOMA BPA PRE-SUBMISSION GUIDELINES

2026 State Leadership Conference

Submission Deadline: January 27, 2026, by 5:00 p.m. Central Time
Note: Pay close attention to the saved file naming conventions.
Note: For all team events, files only need to be uploaded once under the team captain's Member ID.

Event	What to Submit at https://upload.bpa.org	Saved File Naming Conventions	Bring to SLC Conference
Finance			
(155) Economic Research Project – Individual (S)	Research Paper, Works Cited and BPA Release Form(s) in one combined PDF file.	ERPI-ContestantID.pdf	Not required
(160) Economic Research Project - Team (S)	Research Paper, Works Cited and BPA Release Form(s) in one combined PDF file.	ERPT-TeamID.pdf	Not required
Business Administration			
(260) Administrative Support Research Project (S)	Research Paper, Works Cited and BPA Release Form(s) in one combined PDF file.	ARPI-ContestantID.pdf	Not required
Management Information System			
(325) Network Design Team (S|PS)	Written proposal, Works Cited and BPA Release Form(s) in one combined PDF file	NDT-TeamID.pdf	Not required
(940) Digital Game Design Team (ML)	**URL** to project files (may include Artwork Executable File, Storyboard, etc.), Works Cited and BPA Release Form(s) in one combined PDF file.	DGDT-TeamID.pdf	Not required
Digital Communication and Design			
(410) Graphic Design Promotion (S|PS)	60th Anniversary Logo, Windbreaker Design, Stress Ball Design, Works Cited, and BPA Release Form(s) saved as PDFs and bundled together in a single ZIP file.	GDP-ContestantID.zip	Not required
(420) Digital Media Production (S|PS)	**URL** to Project, Works Cited, and BPA Release Form(s) in one combined PDF file.	DMP-ContestantID.pdf	Not required
(425) Computer Modeling (S)	**URL** to Project, Concept Art, One Page Profile, Works Cited and BPA Release Form(s) in one combined PDF file.	CM-Contestant ID.pdf	Not required
(430)/(950) Video Production Team (S|PS|ML)	**URL** to Project, Storyboard, Script, Works Cited and BPA Release Form(s) in one combined PDF file.	VPT-TeamID.pdf	Not required
(435)/(955) Website Design Team (S|PS|ML)	**URL** to Project (including any necessary login credentials), Works Cited and BPA Release Form(s) in one combined PDF file.	WDT-TeamID.pdf	Not required
(440) Computer Animation Team (S)	**URL** to Project Files, Works Cited and BPA Release Form(s) in one combined PDF file.	CAT-TeamID.pdf	Not required
(445) Broadcast News Production Team (S|PS)	**URL** to Project, Script/Creative Brief, Works Cited and BPA Release Form(s) in one combined PDF file.	BNPT-TeamID.pdf	Not Required
(450) Podcast Production Team (S|PS)	**URL** to Project, Works Cited and BPA Release Form(s) in one combined PDF file.	PPT-TeamID.pdf	Not Required
(455) User Experience Design Team (S|PS)	**URL** to Project, One Page Profile, Works Cited and BPA Release Form(s) in one combined PDF file.	**UEDT-TeamID.pdf**	Not Required

Event	What to Submit at https://upload.bpa.org	Saved File Name	Bring to Conference * Copies below must be brought to SLC
Digital Communication and Design (continued)			
(460) Visual Design Team (S|PS)	Logo with tagline, three (3) additional promotional items, Works Cited and BPA Release Form(s) saved as PDFs and bundled together in a single ZIP file.	VDT-TeamID.zip	Not Required
(960) Visual Design Team (ML)	Logo Design, App Icon, Home Screen Mockup, Social Media Advertisement, Works Cited and BPA Release Form(s) in one combined PDF file.	VDT-TeamID.pdf	Not Required
(945) Graphic Design Promotion	Logo, Flyer, Works Cited, and BPA Release Form(s) saved as PDFs and bundled together in one PDF file.	GDP-ContestantID.pdf	Not Required
(960) Visual Design Team (ML)	Logo Design, App Icon, Home Screen Mockup, Social Media Advertisement, Works Cited and BPA Release Form(s) in one combined PDF file.	VDT-TeamID.pdf	Not Required
Management, Marketing and Communication			
(500) Global Marketing Team (S)	Marketing Plan, Works Cited and BPA Release Form(s) in one combined PDF file.	GMT-TeamID.pdf	Supplemental Documentation
(505) Entrepreneurship (S|PS)	Business Plan, Works Cited and BPA Release Form(s) in one combined PDF file.	ENT-ContestantID.pdf	Supplemental Documentation
(515) Interview Skills (S|PS)	Cover Letter and Résumé in one combined PDF file.	IS-ContestantID.pdf	Cover Letter and Resume
(520) Advanced Interview Skills (S|PS)	Cover Letter and Résumé in one combined PDF file.	AIS-ContestantID.pdf	Cover Letter and Resume Portfolio (*must not be left with judges*)
*(545)/(980) Prepared Speech (S|PS|ML)	**URL** to Project, Speech Outline, Works Cited and BPA Release Form(s) in one combined PDF file.	PS-ContestantID.pdf	1 copy of Works Cited 1 copy of Speech Outline
*(555) Presentation Individual (S|PS)	**URL** to Project, Works Cited and BPA Release Form(s) in one combined PDF file.	PI-ContestantID.pdf	1 copy of Works Cited 1 copy of Release Form(s)
*(560) /(985) Presentation Team (S|PS|ML)	**URL** to Project, Works Cited and BPA Release Form(s) in one combined PDF file.	PT-TeamID.pdf	1 copy of Works Cited 1 copy of Release Form(s)
(970) Entrepreneurship Exploration (ML)	Research Paper, Works Cited and BPA Release Form(S) in one combined PDF file.	ENT-ContestantID.pdf	Not required
(990) Human Resource Exploration (ML)	Job Shadow Request Letter - PDF Format	HRE-ContestantID.pdf	Not required
Health Administration (600's)			
*(615) Health Research Presentation (S|PS)	**URL** to Project, Works Cited and BPA Release Form(s) in one combined PDF file.	HAL-ContestantID.pdf	1 copy of Works Cited 1 copy of Release Form(s)

*(545)/(980) Prepared Speech - This is a **pre-submitted event for Oklahoma BPA SLC ONLY**, with the top 12 advancing to SLC. For pre-judging, the complete (videotaped) speech presentation should be compressed and uploaded to a video/file sharing site (Vimeo, YouTube, or Dropbox, etc.). See the Cloud Storage / File Sharing Guidelines for more information. Submit required items listed above by 5:00 p.m. on January 27, 2026.

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*(555) Presentation Individual - This is a **pre-submitted event for Oklahoma BPA SLC ONLY**, with the top 12 advancing to SLC. For pre-judging, the complete (videoed) multimedia presentation should be compressed and uploaded to a video/file sharing site (Vimeo, YouTube, or Dropbox, etc.). See the Cloud Storage / File Sharing Guidelines for more information. Submit required items listed above by 5:00 p.m. on January 27, 2026.

*(560)/(598) Presentation Team - This is a **pre-submitted event for Oklahoma BPA SLC ONLY**, with the top 12 advancing to SLC. For pre-judging, the complete (videoed) multimedia presentation should be compressed and uploaded to a video/file sharing site (Vimeo, YouTube, or Dropbox, etc.). See the Cloud Storage / File Sharing Guidelines for more information Submit required items listed above by 5:00 p.m. on January 27, 2026.

*(615) Health Research Presentation - This is a **pre-submitted event for Oklahoma BPA SLC ONLY**, with the top 12 advancing to SLC. For pre-judging, the complete (videoed) multimedia presentation should be compressed and uploaded to a video/file sharing site (Vimeo, YouTube, or Dropbox, etc.). See the Cloud Storage / File Sharing Guidelines for more information. Submit required items listed above by 5:00 p.m. on January 27, 2026.

SLC 2026 COMPUTER SOFTWARE LIST

Software provided at state and national level competitions

PCs with Microsoft® Windows format will be used for all events

Event	*Software Packages*
Administrative Support Team (255/915)	MS Office 2021
Advanced Desktop Publishing (405)	Adobe InDesign, Illustrator, Publisher (Member must provide their device (i.e., laptop) and Adobe software subscription)
Advanced Office Systems and Procedures (225)	MS Word 2021
Advanced Spreadsheet Applications (235)	MS Excel 2021
Advanced Word Processing (210)	MS Word 2021
Basic Office Systems and Procedures (220)	MS Word 2021
Database Applications (240)	MS Access 2019
Fundamental Desktop Publishing (400)	Adobe InDesign, Illustrator, Publisher (Member must provide their device (i.e., laptop) and Adobe software subscription)
Fundamental Spreadsheet Applications (230)	MS Excel 2021
Fundamental Word Processing (200)	MS Word 2021
Fundamentals of Web Design (415)	Notepad
Health Administration Procedures (610)	MS Word 2021
Integrated Office Applications (215)	MS Office 2021
Intermediate Word Processing (205)	MS Word 2021
Legal Office Procedures (245)	MS Word 2021
Word Processing (925)	MS Word 2021
Spreadsheet Applications (930)	MS Excel 2021

Check individual event guidelines for information regarding the use of members' own computers. Members who bring their own computer for events, as permitted, must also bring all supporting devices (including portable printer, software, extension cords, power strips, paper, etc.) as outlined in event guidelines. Printers are *not* needed for any programming contests in Management Information Systems. Electrical power is provided. Carry-in and setup of equipment must be done solely by the member(s) and must take place within the time allotted for orientation/warm-up.

Business Professionals of America assumes no responsibility for hardware/software provided by the members. Members who experience failure problems with their equipment will *not* be rescheduled. Members bringing their own computers and software should note that contests are authored for the software listed above and may *not* run on alternate software. Portable media (flash drive, etc.), if needed, will be provided for members.

NLC 2026 Required Industry Certification Alignments and Objectives

*The following industry certifications are required and provided (free of charge) for all competitors at the national level (**NOT STATE**) in each competition listed below. The certification test will count for up to 50 points (pass=50 points, fail= 0 points) of the final score for each of the aligned BPA competitive events.*

BPA Competitive Event Name	Industry Certification Offered by Certiport
Advanced Interview Skills (520)	Professional Communication
Advanced Spreadsheet Applications (235)	Microsoft Office Specialist Excel 365 Expert
Advanced Word Processing (210)	Microsoft Office Specialist Word 365 Expert
*Computer Network Technology (300)	IT Specialist - Networking
*Computer Security (320)	IT Specialist - Network Security
*C# Programming (330)	IT Specialist - Software Development
Database Applications (240)	Microsoft Office Specialist Access 2019 Expert
*Device Configuration and Troubleshooting (305)	IT Specialist - Device Configuration and Management
Digital Citizenship (915)	IC3 Global Standard 6 Level 1
Entrepreneurship (505)	Entrepreneurship and Small Business (ESB)
*Fundamentals of Web Design (415)	IT Specialist - HTML and CSS
Fundamental Spreadsheet Applications (230)	Microsoft Office Specialist Excel 365 Associate
Integrated Office Applications (215)	Microsoft Office Specialist PowerPoint 365 Associate
Intermediate Word Processing (205)	Microsoft Office Specialist Word 365 Associate
Java Programming (340)	IT Specialist - Java
Network Administration Using Cisco (315)	Cisco Certification Support Technician Networking
Python Programming (355)	IT Specialist - Python
Social Media Marketing Campaign Team (V12)	Meta Certified Digital Marketing Associate
SQL Database Fundamentals (345)	IT Specialist - Databases
V12 Social Media Marketing Campaign Team	Meta Certified Digital Marketing Associate

BPA Competitive Event Name	Industry Certification Offered by TestOut
Linux Operating System Fundamentals (350)	TestOut Linux Pro

BPA Competitive Event Name	Industry Certification Offered by YouScience (Precision Exams)
Advanced Desktop Publishing (405)	Desktop Publishing II
Fundamental Desktop Publishing (400)	Desktop Publishing I
Fundamental Word Processing (200)	Word Processing

***Note:** Members who have certified in the aligned IT Specialist exam may choose from one of the following two options:
1. The member will be given the opportunity to take another certification exam within the event subject area in place of the previously passed exam. If the member passes their chosen exam, they will receive 50 points towards the final score of the BPA competitive event. If the member fails their chosen exam, they will receive zero (0) points towards the final score of the BPA competitive event.
2. The member may share their previously passed test scores with NLC staff. If this option is selected, the member will be required to log in to their Certiport account and share the previously earned score at the time of sign in at NLC.

All members who have previously been certified in Microsoft Office Specialist (MOS) exams will be required to retake the exam.

Parental Consent Form

IMPORTANT: Requirement for Certiport Exams

All competitors (regardless of age) will be required to submit a signed Parental Consent form which must be on file with the National Center in order for scores to be released to BPA at NLC. A reminder to submit the form will be included at the time of competition registration.

If there is no Parental Consent form on file with the National Center on or before the first day of NLC, member scores will *not* be released and students' overall scores will be drastically affected.

The Parental Consent form is located on the next page and can be obtained as a PDF file on the WSAP Download Center webpage. This form must be on file with the National Center for all members competing at the National Leadership Conference in one of the Certiport certification aligned events.

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Certiport, A Pearson VUE Business
1276 South 820 East, Suite 200
American Fork, UT 84003 USA

Telephone: 1-888-999-9830
International: (801) 847-3100
www.certiport.com

Parent / Legal Guardian Consent Form

I am the parent/legal guardian of _____ (please print)
(the "Certiport Candidate") and I understand that my permission and authorization is required for the collection, use, and disclosure of the Certiport Candidate's personal information by Certiport, a business of NCS Pearson, Inc. ("Certiport"). I further understand that the Certiport Candidate will not be permitted to register for or take a Certiport exam unless I provide my permission by signing this form.

I understand and acknowledge that all individuals, including the Certiport Candidate, planning to take a Certiport exam are required to:

A) Provide to Certiport, personal information, such as his or her, first and last name, street address, e-mail address, and demographic information ("Candidate Information"); and

B) Agree to all of the terms and conditions contained on the Certiport website at www.certiport.com and in Certiport's test registration and delivery system and that these terms and conditions are legally binding.

In my capacity as the parent/legal guardian of the Certiport Candidate, I hereby understand, agree, authorize, and provide my consent, as the case may be:

1) To allow the Certiport Candidate to take or retake any Certiport exam(s); and

2) That I have had an opportunity to review the Certiport terms and conditions and privacy policy available at www.certiport.com , including, but not limited to, those provisions relating to testing; privacy policies; and the collection, processing, use and transmission to the United States of the Certiport Candidate's personally identifiable information and that I and the Certiport Candidate understand and agree to abide by these terms and conditions and policies; and

3) To Certiport for the retention and disclosure of any of the Candidate's personal information to the Certiport exam sponsor(s), its authorized third parties and service providers, and others as may be necessary to prevent unlawful activities or as required by law; and

4) That the Certiport Candidate and I will comply with any of the Certiport testing rules and procedures.

5) To allow Certiport to disclose to Business Professionals of America (BPA) the Candidate's Name, City, State, and score should my Certiport Candidate be one of the top fifteen winners in MOS Word, PowerPoint and Excel at the BPA National Leadership Conference.

I, the undersigned, certify that I am the parent or legal guardian of the child/legal ward (named above) and that I have the right to make decisions for my child/legal ward that effect his/her wellbeing.

I CERTIFY THAT I AM 18 YEARS OF AGE OR OLDER AND THAT I HAVE READ, FULLY UNDERSTAND AND AGREE TO THE TERMS OF THIS AGREEMENT, AND I SIGN IT VOLUNTARILY WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE.

_____   _____
NAME OF PARENT/LEGAL GUARDIAN   SIGNATURE OF PARENT/LEGAL GUARDIAN

                                                    _____
                                                    DATE

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NLC 2026 RECOMMENDED (NOT REQUIRED) Industry Certifications

The following certification exams ARE NOT REQUIRED as part of any WSAP Competitive Event. The table below highlights your opportunity to pass a RECOMMENDED Precision Exams Certification. These exams are NOT complimentary and require the purchase of certification lab pass during the online National Conference Registration or on-site during the National Leadership Conference.

WSAP Competitive Event	Precision Exams Certification (Recommended)
(100) Fundamental Accounting	PE Accounting I
(110) Advanced Accounting	PE Accounting II
(145) Banking and Finance	PE Banking and Finance
(155) Economic Research Individual (160) Economic Research Team	PE Economics
(165) Personal Financial Management	PE Business Mathematics and Personal Finance
(215) Integrated Office Applications	PE Business Office Specialist
(265) Business Law and Ethics	PE Business Law
(300) Computer Network Technology	PE Network Fundamentals
(305) PC Servicing and Troubleshooting	PE Computer Maintenance and Repair
(330) C# Programming	PE Computer Programming II (C#)
(335) C++ Programming	PE Computer Programming II (C++)
(340) Java Programming	PE Computer Programming II (Java)
(410) Graphic Design Promotion	PE Design and Visual Communication
(420) Digital Media Production	PE Digital Media IB
(425) Computer Modeling	PE 3D Graphics
(430) Video Production Team	PE Video Production I
(435) Website Design Team	PE Business Web Page Design
(440) Computer Animation Team	PE Animation
(445) Broadcast News Production Team	PE Television Production I
(505) Entrepreneurship	PE Entrepreneurship
(510) Small Business Management Team	PE Business Management
(515) Interview Skills (520) Advanced Interview Skills	PE Preparing for College and Career
(525) Extemporaneous Speech (545) Prepared Speech (555) Presentation Individual (560) Presentation Team	PE Business Communication I
(610) Health Administration Procedures	PE Medical Assistant: Medical Office Management

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NATIONAL VIRTUAL EVENT GUIDELINES

These events are offered virtually only at the national level. All members may register and submit entries. There are no limits. The top ten (10) winners will be decided for each division for each competition. The following policy will be used for all virtual (V01 - V15) competitive events.

Virtual Competition Round One - Technical Scoring
Based upon the number of final submissions in each of the virtual event contests, the competitors will be randomly assigned into sections. Within each section, all competitors will be judged using the technical rubric in the individual WSAP contest guidelines. Upon completion of the technical judging, the number of competitors that will advance to the presentation round will be determined by the number of sections.

The number of competitors that will advance to the presentation round will *not* exceed 20 competitors.
- 5 Sections - Top 4 from each section advance to the presentation round
- 4 Sections - Top 5 from each section advance to the presentation round
- 3 Sections - Top 6 from each section advance to the presentation round
- 2 Sections - Top 10 from each section advance to the presentation round

Virtual Competition Round Two - Presentation Scoring
During the presentation round, the competitors (not to exceed 20) will create a presentation following the individual competition guidelines. The combined scores (Round One - Technical and Round Two - Presentation) will determine the top ten (10) competitors that will be invited to NLC.

Top 10 Score Rankings
The top ten (10) competitors (from each division) advancing to NLC will be subjected to one additional technical judging to determine the final NLC rankings. This technical judging will take place before NLC.

During the National Leadership Conference (NLC)
The top ten (10) competitors from each division in each of the Virtual Events from each division are invited to participate in the BPA National Showcase and the BPA National Showcase Business Panel. During the National Leadership Conference (NLC), the top ten (10) competitors are invited to compete for the National Showcase Best in Show Award in each competition.

(V01)   Virtual Multimedia and Promotion Individual
(V02)   Virtual Multimedia and Promotion Team
(V03)   Software Engineering Team
(V04)   Web Application Team
(V05)   Mobile Applications
(V06)   Promotional Photography
(V07)   Cybersecurity/Digital Forensics
(V08)   Start-up Enterprise Team
(V09)   Financial Portfolio Management Team
(V10)   Virtual Branding Team
(V11)   2D Animation Team
(V12)   Social Media Marketing Campaign Team
(V13)   Esports Team
(V14)   Ethical Leadership and Decision-Making Team
(V15)   Virtual Interview and Portfolio Design

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OKLAHOMA BPA STATE-ONLY EVENTS

(015) Oklahoma BPA Digital Photography (S|PS)

Description
Students will demonstrate their skill and creative vision using a DSLR camera and image editing. This state-only event will be submitted and judged at the Oklahoma Spring Leadership Conference. Only the top 12 students based on objective test scores will be eligible to compete in the hands-on application portion on-site at SLC.
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Eligibility
Any secondary or post-secondary student member may enter this individual event. Members participating in state-level competition must be registered for the event, prior to participating in the objective test portion. Individuals must participate in both the objective test and on-site application parts of the competition to be ranked.

Topic
For the on-site application portion of this event, a theme will be given to the contestants on-site at SLC and they will follow the theme during the location shoot.

Members who do *not* submit an entry following the provided theme will be *disqualified*

Member Must Supply
Digital Camera
Computers/Laptops
Related software for video editing and word processing
Carry-in and set-up of equipment must be done solely by the member and must take place within the time allotted
No Internet access will be provided on-site at SLC
Members must bring all supporting devices (e.g., extension cords, power supply, etc.)

**Business Professionals of America assumes no responsibility for hardware/software provided by the member.
No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area.
No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. Violation of this rule will result in disqualification.**

Competencies
- Apply basic camera techniques
- Demonstrate technical proficiency in the areas of proper focus
- Demonstrate knowledge of lighting techniques
- Demonstrate knowledge of exposure
- Demonstrate the ability to use creative compositional techniques
- Demonstrate knowledge of digital editing
- Apply knowledge of software, equipment, and skills related to photography
- Demonstrate knowledge of copyright laws
- Demonstrate an understanding of developing a final product for a target audience

Specifications
- The member will submit one (1) original photo and one (1) corrected photo in JPEG or JPG format and (1) contact sheet containing 5 images in PDF format.
- The member is responsible for securing a signed Release Form from anyone whose likeness is used in the production. Members are also required to submit a signed a Release Form for themselves.
- Member ID will be required for all submissions.
- No exceptions can be made for missed deadlines due to incorrect submission or technical difficulties.
- Multiple submissions cannot be accepted.
- No advisor contact will be allowed between the time of receiving the topic and the delivery.
- The length of the application portion at SLC will include 30 minutes of on-site application time after the theme is provided to members, followed by 30 minutes of on-site editing.
- Materials from non-registered members, those missing Member ID, and/or projects received after the deadline will not be accepted.
- Photos with any type of text on the photo will not be accepted.
- Photographs must be in digital format. The photograph must be taken with a digital camera; no scans of negatives, transparencies, or photographic prints are acceptable. Each file must be an 8x10 with a resolution of 300.
- The photograph, in its entirety, must be an original work of art by the contestant.
- Only minor burning, dodging, and/or color correction is acceptable, as are hand tinting and cropping.
- Photographs must not constitute copyright infringement or fraud.
- Watermarks are not acceptable.
- Photos may not be taken using a mobile device or edited using mobile app software.
- It is the policy of Business Professionals of America to comply with state and federal copyright law. Federal law pertaining to copyright, as contained within the United States Code, is available at https://www.copyright.gov/title17/title17.pdf. The Style & Reference Manual contains guidelines for Copyright and Fair Use. Participant(s) will be disqualified for violations of the guidelines.

Method of evaluation
Objective Test (online state testing Jan. 20-Feb. 3, 2026 @ 5:00 p.m.; top 12 advance to SLC for Technical Scoring)
Technical Scoring Rubric (top 12 based on Objective Test scores)
No reference materials are allowed for this competition.

Length of application event
30 minutes utilized for online objective test
No more than five (5) minutes orientation @ SLC
No more than sixty (60) minutes testing time @ SLC (30 minutes for theme application; 30 minutes editing)

Equipment/Supplies Provided
Theme
Jump drive

Entries
Each chapter is allowed five (5) entries. There is NO ADVANCEMENT to NLC for this event.

Materials submitted for technical judging *cannot* be returned and will *not* be available at SLC.

(015) Oklahoma BPA Digital Photography (S|PS)

Judge Number _____   **Member ID** _____

Technical Scoring Rubric

Required Elements (If any questions below are checked NO, stop scoring and assign a TOTAL score of 0)	
Member followed topic	☐ Y | ☐ N
Member followed Copyright and/or Fair Use Guidelines	☐ Y | ☐ N
If no to either question, please stop scoring and provide a brief reason for the *disqualification*:	

Items to Evaluate PHOTOGRAPHY	Below Average	Average	Good	Excellent	Points Awarded
Member submitted the correct information and in the correct format: • Signed Release Form(s) - PDF format • One (1) original photo and one (1) corrected photo in JPEG or JPG format • One contact sheet with 5 theme images ***All points or none are awarded by the technical judge.***				10	
Photos show imagination, creativity, and originality	1-5	6-10	11-15	16-20	
Photos are sharp and well-focused	1-5	6-10	11-15	16-20	
Photos gains attention and have eye appeal	1-5	6-10	11-15	16-20	
Photos shows use of proper lighting and exposure	1-5	6-10	11-15	16-20	
Photos deliver a selection and arrangement within the frame (i.e. rule of thirds)	1-5	6-10	11-15	16-20	
Photos show proper image manipulation techniques (only minor burning, dodging, and/or color correction are acceptable)	1-5	6-10	11-15	16-20	
Overall Effectiveness of Composition	1-5	6-10	11-15	16-20	
TOTAL TECHNICAL POINTS (150 points maximum)					

Business Professionals of America Workplace Skills Assessment Program
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(015) Oklahoma BPA Digital Photography (ML)

Description
Students will demonstrate their digital photography knowledge and skills.

Eligibility
Any Middle Level member may enter this event.

Member must supply:
Sharpened No. 2 pencils
Cordless calculator: electronic devices will be monitored according to ACT standards. See SLC Calculator Guidelines.
Members who violate this rule will be *disqualified.*

> **Business Professionals of America assumes no responsibility for hardware/software provided by the member. No equipment, supplies, or materials other than those specified for an event will be allowed in the testing area. No previous Business Professionals of America tests and/or sample tests or facsimiles thereof (handwritten, photocopied, or keyed) may be taken into the testing area. <u>Violation of this rule will result in disqualification.</u>**

Competencies
- Understand basic camera techniques
- Demonstrate technical proficiency in the areas of proper focus
- Demonstrate knowledge of lighting techniques
- Demonstrate knowledge of exposure
- Demonstrate the ability to use creative compositional techniques
- Demonstrate knowledge of digital editing
- Demonstrate knowledge of software, equipment, and skills related to photography
- Demonstrate knowledge of copyright laws
- Demonstrate an understanding of developing a final product for a target audience

Method of evaluation
Objective Test (online state testing Jan. 20-Feb. 3, 2026 @ 5:00 p.m.)
No reference materials are allowed for this competition.

Length of application event
30 minutes utilized for online objective test

Equipment/Supplies provided
Plain paper

Entries
Each chapter is allowed five (5) entries. There is NO ADVANCEMENT to NLC for this event.

Academic Integrity Policy

Academic integrity is at the center of Business Professionals of America's educational mission. It is imperative that all work submitted by our membership be a true reflection of that individual's and/or team's effort and ability. This includes, but is not limited to:

- Workplace Skills Assessment Program (WSAP) competitive event project submissions and all online assessments.
- Application submissions for the BPA Cares, Torch Awards or scholarship programs.

Any member (including, but not limited to, advisors, students, alumni, volunteers) who has demonstrated unacceptable academic behavior by violating the State and National BPA Academic Integrity Policy is subject to disciplinary action.

Intentional or unintentional violations of the Academic Integrity Policy, include but are not limited to:
- Not citing a source in text and/or in a Works Cited when:
  - Using another individual's work, idea or opinion
  - Using information from any source or reference material
  - Using any charts, infographics, pictures, sounds or any other media elements
  - Using quotations from an individual's actual spoken or written words
  - Paraphrasing (putting into your own words) an individual's work
- Allowing advisors, alumni, parents, friends or any other individual to create content for the competitor(s)
- Attempting to cheat on any objective online or offline assessment exam (example: using online resources and/or old BPA tests during the event)
- Removing and/or sharing any event-specific information from the event (such as the test, application tasks, objective test questions, speech prompts, etc...)
- Fabricating signatures on entry forms and/or release forms
- Fabricating sources (such as creating fictitious articles or authors)
- Re-using your own projects from previous years (self-plagiarism)
- The use of ChatGPT (or other AI tools) to complete any submitted work must be properly documented and sourced on the works cited document.

Oklahoma BPA State Academic Integrity Violation Procedures
The following guidelines will be adhered to if a member has demonstrated a violation of the State or National BPA Academic Integrity Policy:
1. Any individual who discovers sufficient information to substantiate an academic integrity violation should immediately (within one hour) complete an Academic Integrity Violation Form and submit to the Oklahoma BPA State Advisor if during SLC, or via email if occurring prior to SLC (pre-judged materials, BPA Cares applications, Torch Award resumes, scholarship applications, etc.).
2. Upon receipt and review of the Academic Integrity Violation Form, the Oklahoma BPA State Advisor for SLC will notify the Grievance Committee of the alleged violation (including a detailed synopsis and proof to substantiate the violation via the Academic Integrity Violation Form).
3. The Grievance Committee will review the Academic Integrity Violation Form and, if the violation is substantiated, determine an appropriate course of disciplinary sanction(s) based on proof and the severity of the violation, which may include:
   a. a reduced score on any scorable item/entry
   b. a grade of "zero" on any scorable item/entry
   c. immediate disqualification from the related competitive event, BPA Cares program, Torch Awards program, scholarship and/or any other related event in the BPA Platform, and/or
   d. membership suspension.
4. The respective member, local advisor, and state advisor or designee will be notified of the Academic Integrity Violation and given the opportunity to respond/appeal the decision if disciplinary action is taken.

Oklahoma BPA will follow these violation procedures for their state leadership conferences and may enforce additional penalties.

OKLAHOMA BPA ACADEMIC INTEGRITY VIOLATION FORM

Please fill out the form below within one (1) hour of the violation to file an academic integrity violation. The completed form should be hand delivered to a BMITE staff member at the SLC Competitive Events Headquarters during SLC or via email to the State Advisor at Mark.Burch@okcareertech.ok.gov if occurring prior to SLC (pre-judged materials, BPA Cares applications, Torch Award resumes, scholarship applications, etc.). The BPA Grievance Committee will notify the member, local advisor, and state advisor or designee of the Academic Integrity Violation and an opportunity will be provided to respond/appeal the decision if the violation is substantiated, and disciplinary action is taken.

If you have multiple members and/or a team to report for the same violation, complete the form and save the file once for each member/team and update the information beginning on page 2.

REPORTER INFORMATION

Name: _____

Report Date: _____

Position Title: _____

Report Time: _____

Cell Phone: _____

Email: _____

VIOLATION INFORMATION

Member/Team Name: _____

Date(s) of Violation: _____

Violation Description:
*Please include **specific details/proof** as to what happened, when it happened, where it happened, and who was involved.* Please attach any supporting documentation to this form. Continue on back if necessary.

MEMBER/TEAM INFORMATION

Please complete this section of the form for **each member/team** you believe is/are responsible for academic dishonesty.

Member/Team Name: _____

Member/Team ID# (if known): _____

Violation(s): *(Mark all that apply.)*

☐   **1a. Cheating:** Attempting to cheat on any objective online or offline assessment exam (example: using online resources and/or old BPA tests during the event). Allowing advisors, alumni, parents, friends or any other individual to create content for a member/team.

☐   **1b. Citation(s)**: Failure to cite a source in text and/or in a Works Cited when using another individual's work, idea or opinion, using information from any source or reference material, using any charts, info-graphics, pictures, sounds or any other media elements, and/or using quotations from an individual's actual spoken or written work.

☐   **1c. Complicity in Academic Dishonesty:** Helping or attempting to help another member/team to commit an act of academic dishonesty.

☐   **1d. Fabrication**: Fabricating signatures on entry forms and/or release forms and/or fabricating sources (such as creating fictitious articles or authors).

☐   **1e. Impermissible Collaboration:** Removing and/or sharing any event-specific information from an event (such as a test, application tasks, objective test questions, speech prompts, etc.).

☐   **1f. Self-Plagiarism**: Re-using your own project(s) from previous years.

Disciplinary Sanctions Imposed: *(Mark all that apply.)*

☐   No sanctions imposed

☐   Reduced score

☐   Zero score

☐   Disqualification

☐   Membership suspension

Comments regarding committee sanctions:

_____
CEAC Representative

_____
BMITE Staff Member

_____
Local Chapter Advisor

_____
State Advisor

Business Professionals of America Workplace Skills Assessment Program
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